



Interstate Commission for Adult Offender Supervision

Executive Committee Meeting MINUTES

12:00 pm ET • February 21, 2024 • Teleconference

Members in Attendance:

1. Mac Pevey (WA), Vice-Chair
2. Gary Roberge (CT), Treasurer
3. Taryn Link (AK), West Region Chair
4. Chris Moore (GA), Information Technology Chair
5. Sally Kreamer (IA), Compliance Committee Chair
6. Steve Turner (KY), South Region Chair
7. Susan Gagnon (ME), Rules Committee Chair
8. Joselyn López (WI), Training, Education, and Public Relations Committee Chair
9. Dale Crook (VT), East Region Chair
10. Jeremiah Stromberg (OR), Past-Chair, Ex-Officio
11. Suzanne Brooks (OH), DCA Liaison Chair, Ex-Officio
12. John Gillis (NOVA), Victim Representative, Ex-Officio

Members not in Attendance:

1. Mary Kay Hudson (IN), Chair
2. Amy Vorachek (ND), Midwest Region Chair

Staff:

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Barno Saturday, Logistics and Administrator Coordinator
4. Xavier Donnelly, ICOTS Project Manager
5. Mindy Spring, Administrative and Training Coordinator
6. Drake Greeott, Web Development Manager

Call to Order

Vice Chair M. Pevey (WA) called the meeting to order at noon ET; nine voting members were present; a quorum was established.

Agenda and Minutes

The committee approved the meeting's agenda by acclamation.

Commissioner G. Roberge (CT) moved to approve the minutes from the January 17, 2024, meeting as drafted. Commissioner S. Kreamer (IA) seconded. Minutes approved as drafted.

Discussion

Compliance Committee Report: Commissioner S. Kreamer (IA) stated that the Compliance Committee met on February 14. The committee reviewed current commissioner vacancies in four states.

Montana

- The national office was notified of vacancy on Sept 14, 2023.
- The national office notified the Boards & Commissions Appointing Authority on November 9, 2023.
- The national office sent a letter to the Governor informing them about the vacancy on December 11, 2023.
- The national office received communication from other states regarding issues with Montana that require the commissioner's involvement.

Arkansas

- The national office was notified of vacancy on November 6, 2023.
- The national office notified the Boards & Commissions Appointing Authority on January 2, 2024.
- The national office sent a letter to the Governor informing them about the vacancy on January 25, 2024.

New Mexico

- The national office was notified of vacancy on Sept 14, 2023.
- L. Weiman appointed on November 27, 2023. Waiting for the official appointment documents.
- The national office notified the Boards & Commissions Appointing Authority on December 20, 2023.
- The national office sent a letter to the Governor informing them about the vacancy on January 25, 2024.

Missouri

- The national office was notified of vacancy on January 22, 2024.
- J. Mosely appointed on February 1, 2024. Waiting for the official appointment documents.

Executive Director A. Lippert noted that the national office has had additional communications with the above states of an informal nature. The Compliance Committee recommended the Executive Committee find the State of Montana in default due to commissioner's vacancy and send an enforcement letter to Montana's Governor.

She continued that since Arkansas, New Mexico, and Missouri are working on their appointments, the committee does not recommend enforcement at this time.

Commissioner D. Crook (VT) moved to find the State of Montana in default due to commissioner's vacancy and send an enforcement letter to the Montana Governor. Commissioner S. Turner (KY) seconded. Motion passed.

Executive Director A. Lippert stated that Legal Counsel T. Travis will send an enforcement letter to Montana Governor outlining what will happen if the state does not comply. If the position is not filled

in 30 days, Legal Counsel sends another letter stating that the Commission will file a suit in the federal court if the position is not filled within 10 days.

Commissioner S. Kreamer continued her report. The Compliance Committee discussed previously approved FY25 compliance audit to review requested progress reports.

Executive Director A. Lippert added that as initially presented, this audit would require engaging Optimum to include more data fields. The statement of work to accomplish this is \$10k. The committee decided against spending \$10k for the compliance audit and came up with an alternative option. Compliance Committee Chair S. Kreamer (IA) will present the new plan for FY24 compliance audit at the face-to-face Executive Committee meeting in April.

Lastly, the Compliance Committee reviewed the FY24 data integrity audit results. Director of Policy A. Eskridge and Training Coordinator M. Spring presented the FY24 audit results to the Executive Committee. The FY23 audit assessed the reliability and credibility of ICOTS data due to the importance of accurate and clean data for use internally as well as with external exchanges, including local, state, and federal law enforcement agencies. Based on the FY23 audit results, the Executive and Compliance Committees approved a follow-up evaluation for nineteen states with unsatisfactory results in FY23 or for those states requesting a re-audit.

According to Privacy Policy 4 (c), the FY24 audit focused on three specific areas to clean-up: junk profiles, rejected cases, and cases awaiting retaking. Each state received a raw score to compare their FY23 and FY24 results. States could also compare their performance against national medians, as well as group means and medians inclusive of all states. In addition, states were grouped for this audit according to volume and compared against peer groups.

Supervised Individuals with Junk Profiles

States must enforce expectations for regular use of ICOTS dashboards to identify and correct errors within thirty calendar days, including acting on duplicate records.

- Group 1 (4 states): Three of the four states showed no improvement or poorer performance.
- Group 2 (12 states): Three of the 12 total states showed no improvement or poorer performance.
- Group 3 (3 states): All three states showed improvement.

Rejected Case Cleanup

Cases no longer transferring must be removed within 60 days of the rejected date.

- Group 1 (4 states): One of the four states showed no improvement or poorer performance.
- Group 2 (12 states): One of the 12 total states showed no improvement or poorer performance.
- Group 3 (3 states): All three states showed improvement.

Supervised Individuals Awaiting Retaking

Using the 'availability' date, cases were reviewed to determine whether accurate documentation exists or if corrections were needed using Violation Addendums. Only cases awaiting retaking (marked 'available') for more than 60 days were reviewed.

- Group 1 (4 states): One of the four states showed no improvement or poorer performance.
- Group 2 (12 states): All 12 total states showed improved performance or had no change.

- Group 3 (3 states): One of the three states showed slight improvement.

Overall, the cohort of states included in the FY24 re-audit demonstrated substantial progress across the three specific areas of emphasis. In most instances, states that failed to meet the group median or mean still showed improvement and sometimes vast improvement from FY23 to FY24. The instances of poorer year-to-year performance were outliers. Each state received its results in November.

The Executive Committee discussed publishing details of the report.

Commissioner D. Crook (VT) moved to present the outcome in a generic way and release the detailed report by request. Commissioner S. Tuner (KY) seconded. Motion passed.

Commissioner S. Turner (KY) asked to see the number of states who requested the detailed results of the audit.

DCA Liaison Committee report: DCA S. Brooks (OH) reported that the DCA Liaison Committee met earlier in February. The committee discussed the curriculum for the spring session of the DCA Success Program. The committee decided to focus on dealing with difficult stakeholders and identifying best practices with external training. The committee scheduled the next session for 90 minutes on March 11.

In addition, the committee discussed the FY25 DCA Dashboards program. The first session will be scheduled for November 2024 and the second session for spring 2025. The committee decided to use small group breakouts to allow for the most interaction among the participants. The participants will gather for about 20 minutes in separate rooms to discuss specific topics and then join the main training. The committee will cover topics such as data integrity, violation and retaking, absconders, and RNR principles.

DCA S. Brooks (OH) informed the DCA Liaison Committee that it will be working closely with the Training Committee on building the 2024 ABM curriculum and delivering the meeting's sessions.

Lastly, the DCA Liaison Committee made changes to the current Spirit of the Compact award as it has not been utilized properly and the national office has not received any nominations in a couple of years. The committee revised the award's guidelines. The new selection process includes the following steps:

- Nomination form will include four categories to fill out, including information on collaboration, leadership and problem solving.
- Commissioner and DCA region meetings will be utilized to explain the award changes and ensure the focus is on truly exceptional people going above and beyond. The national office will include information in the newsletter and website.
- Every quarter, the DCA Liaison Committee will review the nominations received to determine if a nomination should be recognized in the newsletter with a formal letter of appreciation sent to the individual.

- The DCA Liaison Committee will vote on the nominations received in July each year to determine who will earn an invitation to the annual business meeting. The recommendation will be forwarded to the Executive Committee for approval.

The DCA Liaison Committee agreed that the person being nominated could be a field officer, Compact Office staff member or a stakeholder. Commissioners and DCAs are not eligible. Written justification that focuses on a particular instance where the nominee went “above and beyond to reach the best solution” including contributions that support the nomination.

The Executive Committee members supported the revised award.

Commissioner J. López (WI) moved to adopt new spirit sighting criteria as recommended by the DCA Liaison Committee. Commissioner C. Moore (GA) seconded. Motion passed.

Finance Committee Report: Commissioner G. Roberge (CT) stated that the Finance Committee met in December and reviewed the financials as well as alternative funding sources for the Commission’s project to rebuild its information system - ICOTS. The committee will meet again later in March to go over the proposed FY26 budget and amendments to FY25 budget.

Currently, the Vanguard account is \$1.84M and total savings are \$744K.

Technology Committee Report: Commissioner C. Moore (GA) noted that there was an issue with ICOTS functionality yesterday. The issue was addressed and resolved quickly.

Rules Committee Report: Commissioner S. Gagnon (ME) noted that the Rules Committee met on February 15. The committee had a lively discussion on Rule 3.103. She noted that both Florida and New York plan to submit a proposal to amend this rule.

In addition, the Rules Committee will be meeting in person in May to review the supervised individual language changes to the Commission’s rules. The Executive Committee approved the changes in November 2023.

Commissioner S. Gagnon (ME) stated that she plans to retire in the next year or year and a half and decided to step down as the Rules Committee chair to ensure continuous leadership during the rule making year. She continued that Commissioner T. Hudrlik (MN) agreed to chair the Rules Committee.

The Executive Committee members thanked Commissioner S. Gagnon (ME) for her work on the committee.

Executive Director A. Lippert noted that the national office will present the language changes for the Commission’s approval as a package. The comment period will take place right after 2024 ABM to give the Rules Committee ample time to work on any proposed changes.

Training Committee Report: Commissioner J. López (WI) stated that the Training Committee met earlier in February to discuss the Commission’s presentations at the upcoming APPA and APAI conferences as well as external stakeholder’s guides put together by the national office.

Policy Director A. Eskridge added that the national office plans to schedule a virtual open house to aid the Commission’s ex-officio members to get acquainted with the Executive Committee members. The open house’s goal is to involve the ex-officio members in the Commission’s operations as well as to promote their attendance at annual business meetings. Additionally, the national office will conduct a telephone survey reaching out to the ex-officio members and improve working relationships with them.

The Training Committee also approved the external stakeholders’ guides prepared by the national office - Guide for Parole Boards, Guide for Jail Officials, and Guide for Court Officers. The Guides will be posted on the Commission’s website later this month.

Finally, the committee discussed the issue of utilizing progress reports vs. violation reports. The committee agreed it was a widespread training issue and decided to work with the DCA Liaison Committee on providing additional training or publishing a training bulletin on this topic.

Commissioner J. Lopez (WI) reminded the committee that in the next couple of days, the national office is offering training sessions to go over the new rule amendment approved at the last annual business meeting and other commission news.

ABM Planning Workgroup Report: Commissioner M. Pevey (WA) stated that the ABM workgroup met on January 10 in Scottsdale, AZ. The workgroup developed an agenda based on the results of the 2023 ABM evaluation survey and the 2024 ABM needs assessment. The agenda is filled with networking opportunities and collaborative problem-solving discussions. He will present the agenda for the committee’s review and approval at the face-to-face meeting.

East Region Report: Commissioner D. Crook (VT) stated that the East Region met earlier in February. The region discussed recent Connecticut firearms legislation’s impacts on the retaking process. The new act is to address Gun Violence by identifying individuals placed on probation as ‘Serious Firearm Offenders’ based on either two convictions for serious firearm offenses or a combination of a conviction for a serious firearm offense and prior specific ‘Connecticut’ conviction(s) and holding them to stricter supervision standards.

In addition, the region discussed policies and practice issues around current trends or compact procedures, such as probation and bail reforms and their implementation and implications.

The region formally asked for an advisory opinion to clarify the timeframes for conducting the probable cause hearing and when the clock starts on the 30-day retaking process. New York will outline the questions to be addressed in the advisory opinion.

The region also discussed revising Rule 3.103, however, no official proposals have been submitted.

Midwest Region Report: Executive Director A. Lippert noted that the region has not met since the last Executive Committee meeting.

South Region Report: Commissioner S. Turner (KY) stated that the South Region met on February 5. The meeting did not have a quorum, however the region had good discussion on retaking timeframes, PC hearing, and the Puerto Rico survey. The region will meet again on May 6.

West Region Report: Commissioner T. Link (AK) stated that the West Region met on February 7. The region discussed a Q&A guide on electronic signatures put together by the national office. In addition, the region discussed the Tribal Best Practice workgroup and agreed to keep it. She noted that no one volunteered to chair the workgroup. She will contact the national office to look for a chair.

The region had lengthy discussions on absconders becoming residents while living in the receiving state and possible recommendations for a rule change. The region had heated discussions on progress reports vs. violation reports use. She thanked the Training Committee for working on clarifying the proper use of these reports.

Executive Director Report: Executive Director A. Lippert noted that regions started adding additional items to their agenda to generate discussion per recommendations of the national office. As a result, the regions had good discussions and the national office is seeing trends and issues emerging across the nation.

Executive Director A. Lippert reminded the committee that at the last meeting, the committee discussed the 2025 annual business meeting location choices in the East Region. At that time, the committee decided to table the vote until its February meeting and asked the national office to poll all commissioners to determine whether they would be able to obtain approval to attend a business meeting in Puerto Rico as it is not part of the continental US.

She presented the survey results:

- 35 Commissioner responses
- 18 Did not respond: AR, CA, DC, LA, MA, MD, MI, MO, MS, MT, NH, OK, PA, PR, SC, TX, VA, WV

What best describes your limitations/restrictions to attend the 2025 ABM in Puerto Rico:

I would be able to attend a meeting in Puerto Rico without restrictions:	62.9% (22)
I would be able to attend a meeting in Puerto Rico w/special approval:	25.7% (9)
I would not be able to attend a meeting in Puerto Rico:	11.4% (4)

Additional Comments Include:

- Puerto Rico is a member state and should be included as an option for ABM.
- Cost savings is important over perception of sending a state employee to Puerto Rico.
- Same approval process for Puerto Rico than travel to any other state.

- Concerns that the Commissioner would be able to secure approval, but the optics or approval for their DCA would not be granted.
- Leaderships concerns over public perception of sending a state employee to Puerto Rico, Commissioner states willingness to use vacation (*one of the 4 who indicated they would not be able to attend*).
- Including Puerto Rico as an option shows support for them as a member state.
- “There are no limitations per se for attending a meeting in Puerto Rico, but my agency has concerns on the optics of a meeting in such a place. Also, we will have a change in Governor next year and we are unsure what the response would be from the new administration.”

The committee reviewed the available hotels:

- Omni New Haven Hotel at Yale, CT with estimated budget of \$262.9K
- The Royal Sonesta, Boston, MA with estimated budget of \$325.6K
- Holiday Inn Portland by the Bay, Portland, ME with estimated budget of \$262.2K
- Marritt Syracuse Downtown, Syracuse, NY with estimated budget of \$236.8K
- Hilton Philadelphia at Penn’s landing, Philadelphia, PA with estimated budget of \$316.6K
- The Royal Sonesta, San Juan, PR with estimated budget of \$250.8K
- Sheraton Puerto Rico Resort and Casino, San Juan, PR with estimated budget of \$271.7K

After discussion, the committee agreed that Puerto Rico is a paying dues member, and they should have the same privilege for hosting a compact meeting as any other commission member. The committee noted the relatively low cost to have a meeting in Puerto Rico compared to the other properties. The committee decided to remove Sheraton Puerto Rico Resort and Casino from the considered properties.

Executive Director A. Lippert noted that the national office will work with all commissioners to obtain the travel approval.

Commissioner S. Turner (KY) moved to choose Puerto Rico as 2025 Annual Business Meeting’s location choice #1 and Portland, ME as location choice #2. Commissioner G. Roberge (CT) seconded. Motion passed.

Victims Advocate: Victims Advocate J. Gillis (NOVA) stated that NOVA is changing its name from the National Organization for Victim Assistance to the National Organization for Victim Advocates. It will be sending the official name change information shortly. He reminded the committee that the national victim crime week is coming up in April and encouraged to attend related events.

Old/New Business

RNR Workgroup: the committee tabled the update and discussion on the matter until its next meeting.

Adjourn

Commissioner D. Crook (VT) moved to adjourn. Commissioner S. Turner (KY) seconded.

The meeting adjourned at 1:35 p.m. ET.


Mac Pevey (Jun 14, 2024 12:43 PDT)


2024-02-21_ExecutiveCommitteeMinutes_APPROVED


Final Audit Report

2024-06-14


Created:	2024-06-14
By:	Barno Saturday (bsaturday@interstatecompact.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9jd_J5RUOzOk3RJC5Eg19OsG7rTXOQ7


"2024-02-21_ExecutiveCommitteeMinutes_APPROVED" History

 Document created by Barno Saturday (bsaturday@interstatecompact.org)
2024-06-14 - 7:09:35 PM GMT

 Document emailed to Mac Pevey (mac.pevey@doc.wa.gov) for signature
2024-06-14 - 7:09:40 PM GMT

 Email viewed by Mac Pevey (mac.pevey@doc.wa.gov)
2024-06-14 - 7:41:44 PM GMT

 Document e-signed by Mac Pevey (mac.pevey@doc.wa.gov)
Signature Date: 2024-06-14 - 7:43:25 PM GMT - Time Source: server

 Agreement completed.
2024-06-14 - 7:43:25 PM GMT